

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Finance & Administration 2200 Peachtree Summit 401 W. Peachtree Street, N.E. Atlanta, Georgia 30308		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed NOV - 22 1978 78-256 NOV - 7 1978	
		1. Application	2. Dept. Application No.
4. Person to Contact Michael R. Mauldin		5. Working Title Director of Management Systems	
		6. Telephone Number 586-5252	
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest 1975 Present		9. Records Series Title (followed by title used in office, if different) Resource Management System Time Sheets	
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? See attached			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Detailing project time reported on bi-weekly time sheets Included are: Resource Management System Time Sheets File is arranged: Chronologically			
12. Monthly Reference Rate How often are records referred to which are: One to six months old 5 ; Seven to twelve months old 2 ; Thirteen to twenty-four months old 1 or less twenty-five months and older ?			
13. Annual Rate of Accumulation of Records Letter-size drawers ; Legal-size drawers 1/4 ; Shelves ; Other (specify)			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Bi-weekly time sheets
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? The file is computer print out

15. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>1</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	<u>3</u> years. past

Attach copy or excerpt of laws or regulations. Explain administrative need. **Completion of project**

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16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Transfer to MARTA Records Center, hold 3 years past completion of project, then destroy.

These instructions apply to all prior and future accumulations of the series

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved _____ Department Records Management Officer Date <u>10/17/78</u>	Approved _____ Legal Counsel Date <u>10/18/78</u>
Approved _____ Division Head/Designee Date <u>10/17/78</u>	Approved _____ Division of Audit Date <u>10/23/78</u>
Approved _____ Department Head/Designee Date <u>10/18/78</u>	Approved _____ Department of Archives and History Date <u>11-6-78</u>
Approved _____ Records Management Analyst Date <u>10/16/78</u>	Approved _____ MARTA Management Advisory Committee Date _____